

**11—103.4(8A) Vehicle assignment guidelines.**

**103.4(1)** In order to maximize the average passenger miles per gallon of motor vehicle fuel consumed, vehicles shall be assigned on the following basis:

- a.* EPA-rated compact sedans shall carry one or two passengers and their personal effects.
- b.* EPA-rated midsize sedans shall carry three or more passengers and their personal effects.
- c.* EPA-rated full-size sedans shall carry four or more passengers and their personal effects.
- d.* Cargo vans shall be appropriate in size and GVWR for their primary use with regard to payload and cargo volume.
- e.* Mini passenger vans shall carry three or more passengers, their personal effects, and cargo that does not conform to the use of a full-size sedan.
- f.* Eight-passenger vans shall carry five or more passengers and their personal effects.
- g.* Twelve-passenger vans shall carry seven or more passengers and their personal effects.
- h.* Fifteen-passenger vans shall carry nine or more passengers and their personal effects.
- i.* Pickups and sport utility vehicles shall be appropriate in size, GVWR, and drivetrain (two-wheel drive or four-wheel drive) for their primary use with regard to trailering, payload, cargo volume, and on/off road requirements.

**103.4(2)** Vehicles that are made available for temporary assignment, such as departmental pool vehicles, shall be assigned in accordance with this rule. If an appropriately classified vehicle is unavailable, a larger available classification may be substituted. Other substitutions may be authorized in consideration of passenger physical characteristics or disabilities or any other distinguishing circumstances and conditions as determined by the state vehicle dispatcher, the director of the department of transportation, or the executive director of the board of regents for the vehicles under their respective authorities.

**103.4(3)** Vehicles permanently issued to agencies or drivers shall be assigned in accordance with this rule based on the primary use of the vehicle.

**103.4(4)** The director may delegate authority to officials of the state, and agency heads, for the use of private vehicles on state business.

**103.4(5)** If a state vehicle has been assigned to a state officer or employee, the officer or employee shall not collect mileage for the use of a privately owned motor vehicle unless the state motor vehicle assigned is not usable.

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